

Utah Coalition for Civic, Character and Service Learning

By Laws

ARTICLE I: Name and Location

The name of this organization shall be the Utah Coalition for Civic, Character and Academic Service Learning. The primary meeting place for this organization shall be the Utah State Bar Law and Justice Center, 645 South 200 East, Salt Lake City, Utah 84111 unless otherwise designated by the (executive board) board of directors of this organization.

ARTICLE II: Mission and Purpose of the organization

The mission of the Coalition is to instill in K-16 students the desire to become engaged citizens, who, with their community partners, are endowed with the knowledge, skills, attitudes, and confidence to participate fully in democratic life.

ARTICLE III: Membership

Any representative of a state or local civic or educational organization may become a member of the coalition through the submission of a written application and subsequent approval by the coalition as indicated by the board of directors (a majority vote). Membership in the Coalition is by invitation only upon written application to the board, and may be revoked at any time by a vote of the board of directors.

ARTICLE IV: Board of Directors

The board of directors shall consist of seven members: Chair , Vice – Chair, Secretary, Treasurer, and three ad-hoc members who will be appointed. The Chair will se Board members will serve two year terms with the vice chair serving consecutive terms. The vice-chair will be the only elected office.

ARTICLE V: Meetings and Quorum

Board of Directors meetings shall be held bi-monthly, and annual meetings will be held by the coalition, or more frequently as designated by the board of directors.

A quorum of the board of directors, 51%, shall be present to conduct the business of the organization.

Special meetings of this organization may be called by the chair of the board when necessary for the best interest of the organization. Members of the Coalition may apply to the board of directors to call this special meeting. Notices of special meetings shall be

given in writing or electronically to all members at their addresses at least ten (10) days before the scheduled date set for such special meeting. Such notice shall state the reasons that such meeting has been called, the business to be transacted at such meeting and by whom it was called.

No other business but that specified in the notice may be transacted at such special meeting without the unanimous consent of the board of directors.

ARTICLE VI: Duties of the Board of Directors

OFFICERS

The initial officers of the organization shall be as follows:

Chair

Vice Chair

Secretary and/or Treasurer

3 Directors

The Chair shall preside at all membership meetings. The chair shall present at each annual meeting of the coalition an annual report of the work of the organization. The Chair shall direct the appointment of all committees, temporary or permanent. The chair shall see all books, reports and certificates required by law are properly kept or filed. The chair shall be one of the officers who may sign the checks or drafts of the organization.

The Vice Chair shall in the event of the absence or inability of the Chair to exercise his/her office become acting president of the organization with all the rights, privileges and powers as if duly elected chair.

The Secretary shall keep the minutes and records of the organization in appropriate books. It shall be his/her duty to file any certificate required by any statute, federal or state. He/she shall give and serve all notices to members of this organization. He shall be the official custodian of the records and seal of this organization. He may be one of the officers required to sign the checks and drafts of the organization. He shall present to the membership at any meetings any communication addressed to him as Secretary of the organization. He shall submit to the Board of Directors any communications which shall be addressed to him as Secretary of the organization. He shall attend to all correspondence of the organization and shall exercise all duties incident to the office of Secretary.

The Treasurer shall have responsibility for all monies belonging to the organization. He must be one of the officers who shall sign checks or drafts of the organization. He shall render at stated periods as the Board of Directors shall determine a written account of the finances of the organization and such report shall be physically affixed to the minutes of the Board of Directors of such meeting. He shall exercise all duties incident to the office of Treasurer.

ARTICLE VII: Amendments.

These By-Laws may be altered or amended to by an affirmative vote of not less than 66 percent of the board of directors .